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OFFICE OF RESEARCH AND REPORTS

2 July 1952

Office Notice R52-31

SUBJECT: Procedures for Carding Estimates for Estimates File.

1. A supply of cards to be used in carding estimates for the Estimates File (in compliance with Office Notice R52-30) will be furnished under separate cover.

2. Since an Estimates File Record card (Form No. 70-70) is designed for many different kinds of estimates the following suggestions may be found helpful. Branches are responsible for the data requested on the card. The card is designed for only one estimate per card. In addition, the appropriate security classification must be stamped at top and bottom on the front side in all cases and also on the reverse side if used.

3. In the slot marked "Area" place the name of the country, such as USSR or North Korea. If the estimate is a regional one or has a specific geographic location, this data should follow the name of the country.

4. The slot marked "Type" refers to the general kinds of estimates. Most O/RR estimates fall into one of the following categories: (1) supply (or availabilities), (2) production, (3) capacity, (4) inventory (or stocks, stockpiles, strategic inventories), (5) input patterns, (6) consumption, (7) requirements, (8) use patterns, (9) exports, (10) imports. If one of these does not fit, the type of estimate should be described in this space.

5. The slot marked "Subject" refers to the item in the O/RR Standard Classification which is being estimated. For example: coke (3221), machine tools (3641), and railway transport (711) are subjects of estimates. If there is no specific category in the Classification, the responsible branch will create a new category in consultation with Economic Accounts Branch.

6. The "Date or Time Period" slot should indicate the point in time or the time interval of the estimate. The citing of the year alone would indicate a calendar year. If a fiscal year is involved, this should be so noted. If rates are shown this fact should be noted along with the date (year end, mid-year, etc.)

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7. "Date Estimates Made" means the date when the estimate was originally completed by the analyst. "Best Estimate," "Units," and "Range" are the quantitative estimates.

8. The "Documentation" section provides space for identifying either the responsible unit or the document from which the estimate originates. If the estimate has not been published, the appropriate box should be marked and the division and branch responsible for the estimate should be indicated. For published estimates, both O/R and non-CIA, the citation should include the title, name, coding, date, page, and security classification of the document.

9. The "Kind of Method" calls for a brief phrase describing the predominant method by which the estimate was made. The following are suggested for use in this space: (1) plant studies, (2) adjusted or unadjusted official statistics, (3) analogy with US practices, procedures, technology, etc., (4) analysis of requirements, (5) actual observation, and (6) covert documents.

10. The "Reference to Expanded Statement of Method" should show the citation of sources where a more complete explanation and description of methodology can be obtained.

11. The "Date of Entry" refers to the date the card is filled out. The name of the responsible analyst and his organizational assignment go in "Name and Branch."

12. "Code," "Cross Reference," and "Control" are for the use of Economic Accounts Branch.

13. The reverse of the card is to be used whenever an estimate is in the form of a list or is accompanied by a breakdown of some kind. For instance, use and input patterns require the back of the card. Production (or capacity) estimates might be accompanied by a regional (or possibly a plant) breakdown. Imports and exports for a given item might show the importing or exporting countries and the quantities traded on the reverse side.

14. The Economic Accounts Branch, Analysis Division, is available for consultation on contributions to the Estimates File and stands ready to provide assistance to those who wish to make use of the File. Suggestions for improving the file or procedures will be welcome.

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PR Distr. No. 4